

ACOSVO Employee Benefits Comparison Table – Feb 17 (Anonymised)

Benefit	Stat/ Non Stat	Statutory Requirement	Member Org 1	Member Org 2	Member Org 3	Member Org 4	Member Org 5	Member Org 6	Member Org 7	Member Org 8
Annual Leave	Stat	Minimum legal holiday requirement 28 days per year (which can be inclusive of bank holidays)	25 days plus 11 bank holidays plus 1 day additional holiday for each full year of service (up to max of 5 days) – Total between 36-40 days	37 days that can be taken any time of year	20 days plus 14 bank holidays plus 3 days additional holiday over the Christmas period. Total = 37 days.	Total FTE are 30 days. We don't do bank holidays so that includes bank holiday. BUT the office is closed between Christmas and New Year so staff get an additional 7 days holiday on top of their 30. They get an extra 1 day after 3 years' service and a further 3 days after 5 years' service.	25 days; 11 public holidays Extensive Special Leave Policy	30 days + 8 publics	25 days/year + 12 BH + 2 discretionary days. Total 39 days	26 days plus 9 bank holidays plus 1 extra day after 5 years
Flexible Working	Stat	Employees have a right to request flexible working. The employer does not have to grant requests for flexible working, with decision based on business needs	Staff have flexibility to work their contracted hours (up to 35 hrs) between 0730 – 1800 each day (with agreement from line manager). If additional hours are worked, TOIL for up to a maximum of 21 hours without pre-agreement may be taken. Additional TOIL for up to 21 hours can be taken as a deficit on repayment	36 hr week. All work flexibly. Do not pay /T, discourage TOIL from building up	Staff have flexibility to work their contracted hrs between 0830-9.30pm each day (with agreement from line manager). Alternative flexible working options will also be considered. Toil for up to a maximum of 5hrs must be agreed by the line manager.	Our "core hours" are 10 to 4pm and they have flexibility to work those hours between 8am and 6pm. TOIL system in operation. But you need to ask permission to take TOIL.	Comprehensive Flexible Working Policy which includes flexi-time, home working, working from home, compressed hours, requests for temporary and permanent change of hours, job sharing, phased retirement	Flexibility expected as staff cover wide geographical areas. TOIL system in place	Staff have flexibility to work their contracted hrs between 0830-1730 each day (with agreement from line manager). Alternative flexible working options will also be considered	Flexible working on a TOIL system. Agreement with line manager.

			the following month.							
Maternity Pay	Stat	<p>For eligible employees can be paid for up to 39 weeks.</p> <p>90% average weekly earnings for 6 weeks, then for 2016-17 lower of £139.58/90% of average weekly earnings/£139.58 for next 23 weeks.</p> <p>Dependent upon employee working for organisation continuously for at least 26 weeks up to 'qualifying week' – the 15th week before expected week of childbirth</p>	Statutory minimum	Statutory minimum	Statutory Minimum	9 weeks full pay, 9 week half. Otherwise statutory.	13 weeks full pay; 13 weeks half pay. No pre-qualifying period. Conditional on written underrating to return to work for min of 12 weeks	Not answered	<p>24 weeks at full pay (which includes stat maternity pay topped up by SRC) when employee has worked continuously for SRC at least 26 weeks up to 'qualifying week' – 15th week before expected week of childbirth.</p> <p>Standard maternity pay then paid for 39 weeks.</p>	Statutory minimum
Paternity Pay	Stat	<p>For eligible employees; 1 or 2 consecutive weeks</p> <p>Paternity pay for 2016-17 is lower of £139.58/90% of average weekly earnings)</p> <p>Dependent upon employee working for organisation continuously for at least 26 weeks up to</p>	Statutory minimum	Statutory minimum	Statutory Minimum	We pay 2 weeks paternity pay at the staff's own salary level.	10 days (pro rata) in first 56 days after birth. 26 week pre-qualifying period.	Not answered	<p>Male employees with 1 year service as at date of their child's birth entitled to 10 WD paid leave at full pay to be taken in first 6 weeks following birth of their child</p> <p>This is followed by stat paternity pa.</p>	Statutory minimum

		'qualifying week' – the 15 th week before expected week of childbirth								
Pay	Stat	<p>National Minimum Wage is currently: £7.20 per hour (age 25 and over) £6.70 per hour (age 21-24) £5.30 per hour (age 18-20)</p> <p>Pay reviews not a requirement</p>	<p>We are an accredited Scottish Living Wage Employer. Staff are paid at least £8.25 per hour which is the current Scottish Living Wage</p> <p>We have a series of pay grades consisting of scale points from SJC national scales. Staff progress up their scale by one scale point a year to the maximum upon completion of satisfactory annual appraisal performance</p> <p>Pay scale points are increased in line with national SJC scales annually where affordable by the organisation and upon satisfactory appraisal performance.</p> <p>Staff are paid at least £8.50/hr which is Scottish Living Wage.</p>	<p>There is no pay scale. Salaries set a start of each FY in line with funding. Modest pay rises offered in 4 of past 8 years.</p>	<p>We are an accredited Scottish Living Wage Employer. We are in the process of reviewing its pay grades which consisted of scale points from the SJC salary scales. Staff normally progress by 1 point each year, funded permitted and receive a 1% annual increment.</p>	<p>We aren't accredited but our lowest paid staff member is over the living wage.</p> <p>We have no pay scales and no automatic pay rises. Any change in salary is at board discretion each year.</p>	<p>6 pay grades.</p> <p>Living Wage Employer</p>	<p>In England – the minimum they can get away with in line with statute and market forces.</p> <p>Annual pay review and bonus system</p> <p>In Scotland we have adopted the real living wage.</p>	<p>We are an accredited Scottish Living Wage Employer. Staff are paid at least £8.50/hr which is Scottish Living Wage</p> <p>We have a series of pay grades consisting of scale points from SJC national scales. Staff progress up scales by 1 point per year to grade maximum upon completion of satisfactory appraisal performance</p>	<p>We are an accredited Scottish Living Wage Employer.</p> <p>We aim to pay as close to market salary within the 3rd sector but lack of increase on core contract for past years means few opportunities to increase basic salaries without reducing size of team</p>

Sick Pay	Stat	Statutory sick pay for 2016-17 is £88.45 per week and is not payable for first 5 days of sickness	Dependent upon service but minimum of 1 month full pay followed by 1 month half pay After 2 years' service, 2 month's full pay followed by 2 months half pay	No detail given	Statutory sick pay. 3-5yrs service, 2 weeks full pay, 1 week half pay, 5 years' service or more, 3 weeks full pay and 2 weeks half pay.	Dependent on service. Statutory for first 6 months then rising to 12 weeks full pay, 12 weeks half pay at 3 years' service.	12 weeks full pay; 12 weeks half pay. No pre-qualifying periods.	Year 1 – 1 month full/1 month 12 pay Year 2 – 2 month full/2 month ½ Year 5 – 6 months full/6 months ½	Dependent upon service but minimum of 5 weeks full pay plus further 5 weeks at half pay. At 5 year's service this reaches a maximum of 26 weeks full pay plus a further 26 weeks at half pay	Dependent upon service Less than one year 1 months over five years 6 months.
Pension	Stat	Until 30 Sep 2017, current minimum employer contribution is 1% Employees meeting certain criteria are automatically enrolled into a work place pension unless they select an option or opt out Auto enrolment: age 22-retirement; earn >£10K. Employee pays min of 0.8% rising to 4% by 2018, organisation pays minimum 1% rising to 3% by 2018	All staff may join defined contribution pension scheme with a 6% employee contribution which we will match with an employer contribution of 6% Includes annual spouse pension on death after retirement and in in service death provision Auto enrolment – statutory minimum.	Current 6% employer contribution to private pension plan – but no longer affordable. Postponed auto enrolment to 2017 when will be offering minimum 1%	All staff are auto enrolled to our Pension provider subject to qualifying criteria for auto enrolment. A 6% employer contribution is made. Employees currently make a 1% contribution as minimum.	We're in a defined contribution scheme. Employer pays 9% and employee pay 6% We DON'T do statutory minimum for auto enrolment – it's the same benefits for all.	Occupational Pension Scheme with Pensions Trust. Defined contribution scheme. 10% employer contribution, conditional on 6% employee contribution	Average salary pension scheme 8% employee contribution	Some staff in former Scottish pension Scheme, a final salary scheme which closed 2010 All staff may join current defined contribution pension scheme with a 6% employee contribution which we will match with an employer contribution of 9% Alternatively staff may elect to join Government NOW pension scheme which currently has a lower employee contribution rate of 1% which is matched by a 2% contribution from us	All staff may join current our defined contribution pension scheme with a 6% employee contribution which we will match with an employer contribution of 6% Auto enrolment – statutory minimum.

Official Trade Union	Stat	Unions can apply for statutory recognition providing organisation has over 21 employees and the Union meets the necessary criteria	Employ 8 people – no statutory recognition required	No statutory recognition required	No statutory recognition required.	No recognition required	Non-unionised	Not applicable	We recognise UNITE the Union as a formal consultative body for employees	Currently only 15 staff so no statutory recognition required
Jury Service	Stat	Employees must be given time off for jury service. However you can ask the employee to try to delay the jury service if absence would seriously harm your business	An employee serving as a juror shall receive full pay but must claim the allowance for loss of earnings to which they are entitled under the Jurors' Allowances Regulations	Statutory minimum	All employees are given time off for jury service and must claim all loss of earnings and expenses through the court.	In practice we pay staff when they are on jury duty and we haven't made them claim the allowance because it's never been worth the hassle and I think the juror has to actually say they WON'T get paid by their employer.	Special leave with pay.	Paid up to 10 days but required to claim loss of earnings thereafter	Not answered	statutory
Redundancy	Stat	1 week notice employed 1 month to 2 years 1 week notice for each year worked 2 to 12 years 12 week notice worked > 12 years Provide lump sum payment to anyone with more than 2 year's continuous service	Statutory minimum	Statutory	Statutory Minimum	Statutory	Statutory minimum with provision that Directors can agree discretionary enhancements depending on circumstances	Statutory	Statutory	Statutory minimum

		50% weekly pay for each year (< 22 years) 100% weekly pay for each year (22-40) 150% weekly pay 41 or over Service capped at 20 years/weekly pay £479/max amount £14,370 During notice period, employer required to provide employee with 'reasonable' time at full pay to retrain/look for work								
Health & Safety	Stat	Observe health & Safety regulations	Statutory minimum	Annual home assessment, risk assess home visits to clients & car journeys	Statutory minimum	Statutory	Comprehensive Policy, including lone working	Not answered	Not answered	Statutory
Childcare vouchers	NS	None	Nil	Nil	Nil	None. We stopped this because of the change in rules about a woman's entitlement on maternity leave.	Childcare voucher scheme as part of salary sacrifice policy	Not answered	Tax saving of up to £1000 per year dependent upon childcare spend)	None
Eye care vouchers	NS	None	Nil	Not answered	Not answered	None	£50 for glasses for VDU use	Not answered	£55 towards the cost of spectacles if required for VDU usage	None
Employee Support Service	NS	Putting in place	Nil	Subscribe to employee support service which offers up to 6 sessions as well as	Not answered/	None	Free support scheme through NHS Health Scotland Working Health Services	In place – confidential counselling as required ,, no limits set	Up to 3 confidential support sessions	Up to 3 confidential support sessions

				mail/telephone support						
Death in service provision	NS	None	1 x multiple of salary	No detail given	Not answered	None	Need to check	2x salary	A payment of 3x salary to be paid to nominated individual	None
Bereavement/Funeral Leave	NS	None	Maximum leave (paid): Close family bereavement - up to 5 working days Close friend bereavement - up to 3 working days Funerals - ½ to 1 working day dependent upon circumstances (-Total days paid leave given under 13.2 and 13.4 combined shall not exceed 10 days in any 12 month period)	Flexible approach to leave and not just for close relatives – but also to friends/pets!	Reasonable time off and at the discretion of the Line Manager or CEO.	At CEO discretion.	Not answered	Funeral for friend 3 days close family member	Not answered	At discretion of CEO but paid up to 5 days for close family and 3 for friend Funerals normally use toil
Extended leave/Sabbatical	NS	None	Staff can apply for up to 12 weeks leave (unpaid) provided they have 5 or more year's continuous service. Only 1 period of unpaid leave may be applied for in any 5 year period	Flexible approach. As long as unpaid can cover work using associates	Staffa re entitled to 2 days volunteering/development PA. Over and above this is at the board's discretion.	None	Not answered	Not answered	Not answered	None
Special Leave	NS	None	In the event of certain special circumstances special leave (paid or unpaid)	Flexible approach. As long as unpaid can cover work using associates	In the event of certain special circumstances special leave (paid or unpaid)	We can grant unpaid leave at CEO discretion but otherwise none.	Not answered	30 days + 8 publics	Maximum: House removal – 2 WD; close family bereavement – 5	At discretion of CEO

			may be granted at CEO discretion		may be granted at CEO discretion				WD; family illness – 5 WD; funerals – ½ to 1 WD dependent on circumstances; carers leave – up to 1 week per 1 year period	
Provision of a Reference	NS	None	Minimum disclosure	Aim to provide detailed references. Would always discuss with employee/share in advance	Minimum disclosure	No rules. We use our discretion depending on the new employer but I write it as if the employee could read it and won't use any criteria that don't fit with our own appraisal processes.	Not answered	Flexibility expected as staff cover wide geographical areas. TOIL system in place	Not answered	Minimum disclosure